



BROKER RENEWAL APPLICATION

RE 208 (Rev. 11/08)

DRE RECEIVED DATE

NOTE — Read pages 3–4 (general instructions, renewal info., mailing address, etc.) before completing this application.

To AVOID PENALTY — Renew on or before current license expiration date.

1. LICENSE I.D. NUMBER

2. RENEWAL STATUS (check appropriate box)

☐ ON TIME☐ LATERENEWAL FEE
ON TIME FEE

LATE FEE

CURRENT EXP. DATE

2-YR LATE RENEWAL ENDS

COMMENT

3. License Changes — Changes indicated will be effective the date the application is received by DRE, if this application is filed before the current license expiration date.

☐ Change of Personal Name☐ Add/Cancel Fictitious Business Name☐ Change of Mailing Address☐ Change of Main Office Address

4. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU BEEN CONVICTED OF A MISDEMEANOR OR FELONY? **CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY.**

☐ YES☐ NO

5. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?
IF YES TO EITHER ITEM 4 OR 5, COMPLETE ITEM 24 ON PAGE 3.

☐ YES☐ NO

6. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE?

☐ YES☐ NO

7. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME?
IF YES, TO EITHER ITEM 6 OR 7, COMPLETE ITEM 25 ON PAGE 3.

☐ YES☐ NO

8. DO YOU RESIDE IN CALIFORNIA?
IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) MUST BE ON FILE WITH DRE.

☐ YES☐ NO

9. ON RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED?

☐ YES☐ NO

10. NAME – LAST

FIRST

MIDDLE

11. NEW PERSONAL NAME (see page 3) – LAST

FIRST

MIDDLE

12. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

13. MAIN OFFICE ADDRESS – STREET ADDRESS (Do not list a Post Office box.)

CITY

STATE

CA

ZIP CODE

14. FICTITIOUS BUSINESS NAME – PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK (Enter one name per line; check the appropriate box)

☐ ADD OR ☐ CANCEL

ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

☐ ADD OR ☐ CANCEL

FOR DRE USE ONLY

PROCESSOR NUMBER AND DATE PROCESSED

LICENSE EFFECTIVE DATE

LICENSE EXPIRATION DATE

COMMENTS/FORM LETTERS

VIOLATIONS

15. In the past 12 months have you engaged in the real estate business for compensation as an agent/broker? If no, proceed to item 19..... ☐ YES ☐ NO

Broker Escrows

16. Did you, in the last 12 months, conduct in-house escrows with respect to your licensed real estate activities?..... ☐ YES ☐ NO
If YES, how many? (# of escrows) (920)

Mortgage Loan Brokering

- 17a. Did you, for compensation in the past 12 months, make or arrange (broker) loans secured by real property or sell existing notes secured by deeds of trust? ☐ YES ☐ NO
- 17b. If YES, in the past 12 months:
- 1) How many loans were made or arranged (brokered)?..... (# of loans) (921)
Estimated aggregate dollar amount \$ _____
 - 2) How many notes were sold?..... (# of notes) (922)
Estimated aggregate dollar amount \$ _____
 - 3) In how many of the loan transactions did you also represent for compensation the buyer or seller in the purchase transaction? (# of loans) (939)
- 17c. The source of funds for loans made or arranged (brokered) were (check all appropriate boxes):
- | | |
|--|---|
| <input type="checkbox"/> Private investors (923)
<input type="checkbox"/> Depository institutions or their subsidiaries (924)
<input type="checkbox"/> Finance lenders (925) | <input type="checkbox"/> Mortgage bankers/brokers (926)
<input type="checkbox"/> Other (specify):_____ (927) |
|--|---|
- 17d. Existing notes were sold to (check all appropriate boxes):
- | | |
|---|---|
| <input type="checkbox"/> Private investors (928)
<input type="checkbox"/> FNMA, FHLMC and GNMA (929)
<input type="checkbox"/> Depository institutions or their subsidiaries (930) | <input type="checkbox"/> Finance lenders (931)
<input type="checkbox"/> Mortgage bankers/brokers (932)
<input type="checkbox"/> Other (specify):_____ (933) |
|---|---|

Mortgage Loan Servicing

- 18a. Did you, for compensation in the past 12 months, collect loan payments from borrowers for lenders/note owners or on behalf of obligors of promissory notes?..... ☐ YES ☐ NO
- 18b. If YES, the estimated dollar volume collected in the past 12 months:
- 1) for lenders or note owners was..... \$ _____ (934)
 - 2) on behalf of obligors (borrowers) was..... \$ _____ (935)

Property Management

19. Did you, for compensation in the past 12 months, engage in property management?..... ☐ YES ☐ NO
If YES:
- 1) How many units were managed?..... (# of units) (936)
 - 2) What was the dollar amount in rent or lease payments collected?..... \$ _____ (937)

20. BIRTH DATE (Month/Day/Year)

21. BUSINESS TELEPHONE (Include area code)

22. RESIDENCE TELEPHONE (Include area code)

Broker Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Department of Real Estate cannot refund the fees remitted with this application.

I hereby grant to the Real Estate

Commissioner of the State of California and his authorized Department of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when

I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation.

23. SIGNATURE OF APPLICANT

DATE

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NOTE: Attach this sheet to renewal application before mailing/delivering to DRE.

BROKER IDENTIFICATION NO.

CONVICTION DETAILS

"Convicted" as used in Item 4 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. Convictions within the six-year period prior to filing this application must be disclosed, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned.

24. DETAILED EXPLANATION OF ITEM 4 AND/OR 5.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

- * CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)
- ** CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)
- *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM, etc.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	***DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
24A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
24B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

25. DETAILED EXPLANATION OF ITEM 6 AND/OR 7. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW.

25A. TYPE OF LICENSE	25B. LICENSE ID NO.	25C. LICENSE EXPIRATION DATE	25D. STATE
25E. ACTION (revoked, etc.)	25F. DATE OF ACTION	25G. DATE ACTION TERMINATED	25H. CODE SECTION VIOLATED

ADDITIONAL INFORMATION: SPECIFY AREAS TO WHICH YOU ARE REFERRING

26. SIGNATURE OF APPLICANT, IF ITEM 24 OR 25 ABOVE IS COMPLETED

DATE

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INSTRUCTIONS AND GENERAL INFORMATION

- ✓ **eLicensing — Use eLicensing for expedited processing of your renewal.** It's easy, paperless and interactive. Renewal information is posted immediately on DRE's public information.

Licensees can perform the following transactions using the **eLicensing** system at **www.dre.ca.gov**:

- Broker and salesperson renewals
- Duplicate license requests (broker, salesperson, officer and branch)
- Salesperson additions/changes of employing broker
- Broker discontinuation of salesperson employment
- Mailing address changes
- Broker main office address addition/changes
- Automated fee payment and processing

- ✓ Type or print clearly in black or blue ink (*do not use red*).

- ✓ **Complete items 1 through 26.**

- ✓ Acronyms or form numbers used in the following instructions:

B&P	Business & Professions Code
RE 203	Branch Office Application
RE 205	State Public Benefits Statement
RE 206	Exam & Licensing Fees
RE 208	Broker Renewal Application
RE 251	Continuing Education Course Verification
RE 909	Credit Card Payment

- ✓ Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.

- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.

- ✓ If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Change of Personal Name

Enter complete new name. Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign this application with your new name.

Fictitious Business Name (DBA)

To cancel enter the complete name on line 15 and check the cancel box. To add enter the complete name on line 15; check the add box, and submit a certified copy of the Fictitious Business Name Statement (FBNS) as filed with the county clerk in the county where your main office is located.

- Prior to filing your FBNS with the county, you may wish to contact a local DRE district office, or check our Web site

www.dre.ca.gov to determine if the name is already in use by another broker.

- Proof of Publication filed with county clerk is acceptable
- Legible photocopies are acceptable.
- Do not list your broker's DBA, if you are working as a broker-salesperson.

Branch Office

Complete RE 203 to *add* new offices or to *cancel* existing offices.

On-Time Renewal

RE 205 (*see Proof of Legal Presence*), 208, 251, and appropriate fee must be submitted to DRE on or before the expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should receive their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the B&P Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Department.** Such notices sent by the Department will take effect five days after the date they are mailed.

Late Renewal

All broker licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 205 (*see Proof of Legal Presence*), 208, 251, and appropriate fee must be received by DRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed DRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.**

Upon license expiration date all branches, DBA's and employees will be disassociated. Proper documentation will be required to reinstate them.

Late renewals will be subject to all education and fee requirements effective at the time of license application.

Continuing Education (CE)

Licensees must complete 45 hours of approved continuing education courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on Continuing Education Course Verification form (RE 251).** Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: Continuing education course credit expires four years from the course completion date.

DO NOT submit course completion certificates.

Exemption from CE— Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.)

Fees & Mailing Information

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of timely submittal.

Fees — Refer to RE 206 for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable Payment Methods — Cashiers' check, money order, check or credit card.

- Make check or money order payable to:

Department of Real Estate

- Credit card payments must be submitted with a RE 909.

Mail To — Department of Real Estate, P.O. Box 187004, Sacramento, CA 95818-7004

Proof of Legal Presence

Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with an RE 205. Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

Notice of Appeal Process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application. This notice applies to real estate broker, and mineral, oil and gas broker renewal applications which are filed on a late basis only.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

Department of Real Estate	Managing Deputy Comm. IV
2201 Broadway	Licensing, Exam., & Education
Sacramento, CA 95818	Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Regulatory Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).

DATE _____

INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information and renewal application online at www.dre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education* courses with *statutory* courses. Statutory courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salespersons Who Qualified by Passing the Examination and Submitted a License Application Prior to October 1, 2007 (First Renewal Only)

Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

Real Estate Salespersons Who Qualified by Passing the Examination and/or Submitted a License Application on or after October 1, 2007 and Real Estate Brokers (First Renewal Only)

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics*, *Agency*, *Fair Housing*, *Trust Fund Handling*, and *Risk Management*;
- A minimum of 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45

hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salespersons and Brokers Subsequent Renewals

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 12 hours of continuing education courses in the following subjects: *Ethics*, *Agency*, *Fair Housing*, and *Trust Fund Handling* **OR** one six-hour survey course covering the four mandatory course subjects (*Ethics*, *Agency*, *Fair Housing* and *Trust Fund Handling*);
- A three-hour course in *Risk Management*;
- At least 18 hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salesperson and Brokers Subsequent Renewals on or after July 1, 2011

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 15 hours of continuing education courses in the following subjects: *Ethics*, *Agency*, *Fair Housing*, *Trust Fund Handling*, and *Risk Management* **OR** one eight-hour survey course covering the five mandatory course subjects (*Ethics*, *Agency*, *Fair Housing*, *Trust Fund Handling*, and *Risk Management*);
- At least 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

CE GENERAL INFORMATION

Conditionally Suspended Salesperson

In order to renew, salesperson licensees who hold a conditionally *suspended* license must submit a transcript showing completion of two college-level statutory courses as specified in Section 10153.4(a) B&P, as well as a completed RE 251 showing completion of the CE courses *Ethics*, *Agency*, *Fair Housing*, *Trust Fund Handling*, and *Risk Management*. Conditionally suspended salesperson licensees are not eligible for late renewal privileges per Section 10154 B&P. Therefore, all requirements must be met and submitted

to the Department no later than the four-year expiration date of the license. **If all requirements are not submitted to the Department by that date, you will be required to RE-QUALIFY through the examination process before you can again become licensed in real estate.**

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Department.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement *cannot* be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Department of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Department unless specifically requested to do so. (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)*